

IMPORTANT: The location of City departments and services may change due to facility reorganizations related to the development of the new Civic Center complex. Additionally, policies and procedures may change. Please contact the map counter for the latest information.

TIPS FOR MAPPING & GIS DATA REQUESTS

Prepared by

**Seattle Strategic Planning Office (SPO)
Urban Research Group
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The following information provides some guidance to direct mapping and GIS data requests to the appropriate City contact.

MAPPING REQUESTS

Seattle SPO Urban Research does not fill general mapping requests. However, we will attempt to service mapping requests if:

- the request has some connection to the representation of planning-related data (e.g., population/demographics, planning boundaries, etc.);
- the information is not available through our published reports and/or our SPIDR web site; and,
- the requested service will not require a considerable use of our limited resources and it will not prevent the completion of other, high-priority work in accordance with project deadlines.

Other options for mapping requests are listed below.

Map Counter Information (for most mapping requests)

Maps can be requested at the following locations:

- Public Resource Center on the 20th floor of Key Tower
- Seattle Public Utilities (SPU) Engineering Records Vault on the 8th floor of the Municipal Building

Figure 1 displays a map showing the location of the buildings with map request counters.

Public Resource Center

The Public Resource Center houses the consolidated mapping services of SPU and DCLU (Department of Design, Construction, and Land Use). The PRC is located at:

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Key Tower

700 Fifth Avenue

20th Floor

Telephone: 206-684-0965

E-Mail: gismap@ci.seattle.wa.us

Map Counter Hours of Operation: 8:00 am – 5:00 pm, Monday through Friday (except Tuesday), 10:00 am – 5:00 pm on Tuesday

This is the main location for geographic information systems mapping services.

You can obtain the following levels of service through this map counter:

- Standard Maps: Maps for common uses; preprinted and ready to go off the shelf.
- Express Maps: Working maps created quickly, but with limitations on available layers and design.
- Custom Maps: Maps that are carefully made to order based on your specifications.
- GIS Analysis: Spatial and/or attribute data analyses of digital data.
- Map Reprints: Additional prints of a previously designed custom map.

Before requesting a map, you should think about the following issues:

1. What is the desired map size? (e.g., 8.5" X 11"?)
2. What is the desired geographic scale? (e.g., city-level or a specific neighborhood?)
3. What geographic features (e.g., roads, fire stations, etc.) do you want to see on the map?
4. What is the purpose of the map?
5. Is a color map suitable for your needs, or do you need a black-and-white/grayscale map?
6. How quickly do you need to obtain the map?
7. How much can you afford to pay for your map?

Zoning and other maps related to DCLU activities can be obtained here, as well.

SPU Engineering Records Vault

The SPU Engineering Records Vault is located at:

Municipal Building

600 Fourth Avenue

Suite 800 (8th Floor)

Telephone: 206-684-5132

Web site: <http://www.cityofseattle.net/util/planning/engineering/vault.htm>

Hours of Operation: 8:00 am – 4:30 pm, Monday through Friday

The Engineering Records Vault is an archive of City property information. If you plan to visit the Records Vault, please bring the following information:

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- Property ID
- Proof of ownership

The Vault contains various plans, maps, aerial photographs, survey information, publications, and indexes. Please check their web site or call for more information. Among the records most commonly requested by the public are quarter-section maps, sewer line maps, and pavement maps (sidewalks, edge of street pavement, etc.). It may be best to stop by the office to discuss your needs.

Other Locations to Access City GIS Data for Mapmaking and Analysis

Seattle Public Library

The GIS Public Access station is located in the Government Publications area on the second floor of the Central Library (1000 Fourth Avenue). GIS users at the library can make maps and interactively explore the digital data. A GIS librarian is available for assistance. Note that SPL services at the downtown library will be temporarily relocated during construction of the new downtown library. Please call in advance for further information.

University of Washington Libraries

The Map Library in the basement of the Suzzallo Library has a GIS workstation **available to members of the UW academic community**. Restriction: The use of the City's data must pertain directly to a UW academic program.

DATA REQUESTS

As a general rule, SPO Urban Research does not service general data requests (GIS or otherwise).

The City's GIS data can be requested by contacting Seattle Public Utilities' GIS group. Please contact Elaine Eberly at 206-684-7405 or elaine.eberly@ci.seattle.wa.us for such requests.

We may be able to service other GIS and non-GIS planning-related data requests. However, in most cases our data files come from other sources so please check the SPIDR site or the Web before contacting us. We will attempt to put commonly requested data files (or links to them) on our SPIDR site. If you still cannot find planning-related data of interest, please feel free to contact us:

T.J. Moore (206-684-5545 or tj.moore@ci.seattle.wa.us)

or

Jennifer Pettyjohn (206-386-9041 or jennifer.pettyjohn@ci.seattle.wa.us)

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Figure 1. Map request counters are located in the Key Tower (20th floor) and the Seattle Municipal Building (8th floor). (See text for details.)